

**LEMON GROVE CITY COUNCIL  
AGENDA ITEM SUMMARY**

**Item No.** 1.H  
**Mtg. Date** June 16, 2015  
**Dept.** City Manager's Office

**Item Title:** Fire Inspector Job Description

**Staff Contact:** Corinne Russell, Human Resources Analyst

**Recommendation:**

Adopt a resolution (**Attachment A**) approving the Fire Inspector job description, that was presented as part of the budget on June 2, 2015.

**Item Summary:**

Since 2004, the City has operated with two part-time retired annuitants performing the needs of fire inspections, fire prevention, and public education. Due to CalPERS retired annuitant regulations and the organizational needs, staff recommends restructuring the Fire Prevention duties to fit both the City and Heartland Fire and Rescue. Doing this will combine the two part-time positions into one full-time position to perform these duties at a shared cost between the Heartland agencies. This position would be responsible for the Lemon Grove fire prevention duties as well as help El Cajon and La Mesa when needed.

Attached is the resolution approving this job description and the job description detail, based on City Council approval this change will be reflected in the mid-year budget.

**Fiscal Impact:**

The cost difference between our 2 part-time positions and 1 full-time position will be \$8,778. With the cost sharing between the Heartland members, the City's portion of the cost will be \$1,316.

**Environmental Review:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration           |
| <input type="checkbox"/> Categorical Exemption, Section   | <input type="checkbox"/> Mitigated Negative Declaration |

**Public Information:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> None                     | <input type="checkbox"/> Newsletter article   | <input type="checkbox"/> Notice to property owners within 300 ft. |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Neighborhood meeting |   |

**Attachments:**

- A. Resolution (Fire Inspector Job Description included)



# Attachment A

## RESOLUTION NO.

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPROVING THE FIRE INSPECTOR JOB DESCRIPTION

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**WHEREAS**, they City has utilized part-time personnel to manage fire inspections, fire prevention and public education; and

**WHEREAS**, the needs of the City and Heartland Fire and Rescue is to restructure the Fire Prevention duties to a full time position (Fire Inspector); and

**WHEREAS**, the City Council finds it in the public interest to approve the job description for Fire Inspector.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lemon Grove, California hereby approves the attached Fire Inspector job description (**Exhibit 1**).





## EXHIBIT 1 CITY OF LEMON GROVE

Class Title: Fire Inspector  
Department: Fire Department

### GENERAL PURPOSE

To perform a variety of technical fire and life safety inspections; to enforce compliance with federal, state, and city fire and safety laws, ordinances, and regulations; to investigate origin and causes of fires, to increase public awareness of fire safety and prevention; and to do related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Fire Marshal.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/ or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Inspect residential, commercial, industrial, institutional buildings, schools, hospitals as well as places of public assembly to determine compliance with state and local fire and building codes; inspect operations, devices and equipment requiring the inspection or approval of the Fire Department; perform business license inspections.
- Interpret and enforce provisions of fire prevention and fire safety laws, ordinances and other regulations; issue notices, warnings and citations.
- Perform periodic and follow-up inspections of new and existing buildings, structures and installations requiring fire clearances.
- Respond to and handle complaints pertaining to violation of fire prevention laws and give correction orders as necessary; respond to other types of citizen service requests.
- Check building plans for code compliance; consult with architects and developers regarding problems; check plans and installation of sprinkler systems, heat activated alarm systems, and other fire prevention devices and equipment.
- Conduct weed abatement inspections, supervise cleaning of lots by City contract crews, and complete accompanying paperwork and records; coordinate the weed abatement program.
- Participate in the public information/education activities of the department, including making presentations and demonstrations for groups and schools. Work with schools, service clubs and other community groups to involve a greater portion of the community in the fire safety educational process; Interview juveniles regarding fire safety.
- Conduct fire prevention inspections, keep up-to-date records of inspections; prepare detailed inspection reports; follow up on complaints to see that hazards are eliminated; maintain records on City computer.
- Perform fire and arson investigations, as assigned.
- Inspect facilities for hazardous processes, public assemblies and related activities and recommend corrective action.

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- Participate in Fire Investigation duty rotation as assigned and respond to the site of emergency incidents, notify appropriate authorities and coordinate cleanup activities.
- Operate City vehicles and equipment in a safe and legal manner.
- Perform related duties as required.

## EDUCATION AND EXPERIENCE

Any combination of education, training and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties and responsibilities listed above. A typical way to obtain the knowledge and abilities would be:

### Education/Training:

Graduation from high school, or equivalent supplemented by college level courses in fire, science, fire prevention, fire protection, plan checking and building construction; or course completion of Office of the State Fire Marshal courses in the Fire Prevention Series.

Successful completion of the following courses is required within one year of appointment:

- Fire Prevention 1A- 1C or Fire Inspector 1A-1D

### Experience:

At least one year of fire prevention experience, as an intern, reserve or regular status employee.

## LICENSES AND CERTIFICATION

- Possession of a valid Class C California Driver's License is required;
- Successful completion of *P.C 832-Laws of Arrest* is required within 6 months of appointment
- Must obtain *Office of the State Fire Marshal Fire Prevention or Inspector* certificate within 18 months of appointment
- Possession of or ability to obtain certification by the International Code Council as Fire Inspector I within 1 year of appointment

## KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short time period of time in order to successfully perform the assigned duties.

### Knowledge of:

- Principles, practices, and techniques of fire prevention.
- Principles and techniques of building inspection work.
- Practices, procedures, and equipment used in fire investigations, including the ability to recognize and collect evidence.
- Procedures, techniques and equipment such as fire extinguishers, sprinkler systems, and alarm systems.
- Pertinent federal, state, and local laws, codes, regulations, rules and ordinances pertaining to fire prevention, safety and hazardous materials.
- Principles, practices, and procedures of modern fire protection theory and techniques.

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- Storage and handling requirements for hazardous materials.
- Principles and practices of customer service.
- Principles of basic report preparation and business letter writing.
- Office procedures, methods and equipment including computers and applicable software applications.

## **Ability to**

- Read and Interpret codes, regulations and technical reports, and learn codes as needed.
- Communicate clearly and concisely, both orally and in writing.
- Enforce a variety of codes, ordinances, and regulations pertaining to fire prevention with firmness and tact, Ability to gain voluntary compliance through effective communication and education.
- Detect and evaluate and wide variety of hazardous conditions and materials.
- Learn to conduct thorough and detailed fact finding investigations of fire incidents.
- Establish and maintain effective and cooperative working relationships with coworkers and those connected in the course of work.
- Read, interpret, and make corrections on building plans as they relate to fire code requirements.
- Prepare and present professional fire safety presentations to civic organizations.
- Analyze facilities and recommend effectively fire safety measures
- Deal tactfully, sensitively, and effectively with all members of the public

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Employees may be exposed to physical and emotional hazards associated with firefighting, emergency medical response and rescue. Employees must possess the physical, mental and emotional ability to perform the duties of the position. The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical Demands:** Primary functions may require maintaining physical condition necessary for sufficient mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; regularly stoop, bend, kneel, crouch, reach, and twist, traverse steep slopes, occasionally climb and balance; occasionally push, pull, lift, and/or carry light to moderate weights; occasionally lift and/or move moderate to heavy weights; operate office equipment including use of computer keyboard; ability to communicate verbally to exchange information; ability to operate a vehicle to travel to various locations.

**Work Environment:** Standard Office setting with frequent travel to various locations to conduct inspections, attend meetings or respond to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation and vibration; the noise level in the work is usually moderate; however, the noise level is occasionally very loud due to sirens, fire alarm system testing, etc; wear protective apparel including goggles, face protector, aprons, safety shoes, and self contained breathing apparatus; incumbents may be required to work extended hours including evenings, weekends, and may be required to

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travel outside City boundaries to attend meetings. Shall possess the physical, mental, and emotional ability to travel outside City boundaries to attend meetings. Shall possess the physical, mental, and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

### **GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by City Council :